

Group Level	Skill Number	Skill	Complement	Value	Training	Measurement
All (TT VI, TT IV, TT III preferred)		Level I Trainer (Task Training-OJT Training)	Unit Specific	\$600.00	On the Job Training (ADM 605). Competent in skill employee is teaching.	Successful completion of training and obtaining an approved DOT OJT certification. At completion of 3 OJT sessions as an OJT Instructor, supervisor conducts an evaluation interview to discuss the employee's progression in training others. Interview will include a standardized evaluation form provided by the SBP/CBP Training Administrator. Assessment will be analyzing the progression of employees trained based on the training received.
All		Level 2 Trainer (Formalized Classroom Training)	Unit Specific	\$800.00	Getting Started (ADM 600), On the Job Training (ADM 605), Presentation Skills (ADM 635).	Successful completion of training classes. At completion of conducting 3 formal training classes, supervisor conducts an evaluation interview to discuss the employee's progression in training others. Interview will include a standardized evaluation form provided by the SBP/CBP Training Administrator. Successful completion will be determined by supervisor's observation.
All (TT VI, TT IV preferred)		HEC	As Available	\$3,000		Completion of HEC Course